



## Behaviour Management Policy

### Statement of Intent

The staff at Step by Step like to promote good behaviour. This is achieved by praising and encouraging the children and we do this verbally or using communication language used by the child, i.e. speaking, signing, PECS.

If a child hurts another child, she / he will be removed from the situation and explained that such behaviour is not acceptable. The child that is hurt will be reassured and comforted. If a child has regularly behaviour difficulties, we will create a behaviour management plan to suit their relevant needs. All specific work will be carried out in partnership with parents and members of staff.

### Our Aim

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. All staff will follow any planned management plans put in place.

### Methods

All members of staff have responsibility for any issues or concerning behaviour.

We must:

- Keep up-to-date with legislation, research and thinking on handling children's behaviour;
- Access relevant sources of expertise on handling children's behaviour; and
- Check that all staff have relevant in-service training on handling children's behaviour. We keep a record of staff attendance at this training.

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways that are appropriate for the children's ages and stages of development – for example distraction, praise and reward.

We familiarise new staff members and volunteers with this Behaviour Management Policy in their induction period.

We expect all members of the group – children, parents, staff, volunteers and students – to keep to the policy consistently.

We praise and endorse desirable behaviour such as kindness and willingness to share.

We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.

We recognise that codes for interacting with other people vary between cultures and require all staff to be aware of, and respect, those used by all members of the group.

When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.

We never send children out of the room by themselves.

We never use physical punishment, such as smacking or shaking. Children are never threatened with these.

We do not use techniques intended to single out and humiliate individual children.

We only use physical restraint, such as holding, to prevent physical injury to children or adults and / or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our Early Years Manager and are recorded in our Incident Book. A parent / carer is informed on the same day and is asked to sign the Incident Book to indicate that they have been informed.

In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.

We do not shout or raise our voices in a threatening way to respond to children's behaviour.

We handle children's unacceptable behaviour in ways which are appropriate to their ages and stages of development – for example by distraction, discussion or by withdrawing the child from the situation.

We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their Key person or the Early Years Manager.

We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

### Bullying

Bullying involves the persistent physical, verbal or emotional abuse of another child or children. We take all cases of bullying very seriously.

If a child bullies another child or children:

We intervene to stop the child harming the other child or children;

We explain to the child doing the bullying why their behaviour is inappropriate;

We give reassurance to the child or children who have been bullied;

We help the child who has done the bullying to say sorry for their actions;

We make sure that children who bully receive praise when they display acceptable behaviour;

We do not label children who bully;

When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour; and

When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.